

DMSWG September 10, 2007 Telephone & Web Conference Minutes (1PM Eastern)

Members in attendance: Albert Jones, Bruce Joule, Carlos Rivero, Chad Hanson, Dennis O'Hern, Geoff White, Gregg Bray, Gretchen Jennings, Kathy Knowlton, Mike Quach, Patty Zielinski, Ricky Gease, Tina Chang, Vivian Matter

Members not in attendance: Fred Golofaro, Lauren Dolinger Few

- Members had general success with accessing both telephone and web conferencing ability.
- Chair requested phone numbers to add to contact info spreadsheet.
- General review of documents to date, including recent drafts of project plans created by two project leaders.
- Chair reviewed general timeline established by OT – project plans due 10/15/07; OT plans to finish review by end of November and, realistically, expects to recommend 1-3 projects per WG for initial round of funding
- Chair reviewed OT's statement that WG could include more projects than the two they reviewed that we had listed as high priority following the initial workshop. By end of call, general consensus was that the two projects were enough. **Action item: WG Chair will inform OT Chair that group plans at this time to only submit project plans for the two high priority projects originally outlined at the workshop. DONE**
- WG was fine with removing reference to fisheries-independent data collection in Task 1, Note #2 of workshop spreadsheet. **Action item: Chair will remove reference and update spreadsheet. DONE**
- G. White reviewed draft for project #2 first since his time on conference call in front of computer was limited to the first hour. He based his draft on the FIS example project plan and will coordinate it later with the template specified by OT. Suggested edits made to his document and visible to all members via WebEx. Project team members identified at workshop were confirmed (P. Zielinski until L. Dolinger Few returns from leave, G. Bray, T. Chang and C. Rivero).
- V. Matter reviewed draft for project #1. There was substantial discussion focused on estimating whether and to what extent contractor support would be needed. Each regional representative will delineate in edits of draft due in few weeks. T. Chang also mentioned potential separate need for contractor support with entering information into InPort. Project team members identified at workshop were confirmed (G. Bray, G. White and G. Jennings).
- **Action item: WG Chair will ask OT Chair if funds for contractual work can be dispersed prior to their end of November project plan review. Question relates directly toward supplying assistance to FIS initial efforts to document recreational data collection methods. DONE: OT Chair will inquire and report at a later date. OT Chair understood that the issue primarily relates to overlap between FIS projects on hold (or not completed yet) and work we expect to accomplish. WG Chair recommended he contact T. Chang for more details if necessary.**

- **Action item: WG Chair will ask OT Chair for clarification on planned IT database manager in office with T. Chang that was referenced related to Registry Team. How much will this person be available to assist with DMSWG efforts within FIS, as well as potentially supervise hired contractor labor?**
DONE: R. Andrews responded that as far as he knows, the current FIS contract personnel are supervised by D. Van Voorhees. As far as he or P. Pate knew, contract personnel would remain supervised out of S/T. Neither had an immediate answer to how much time database manager may have to assist with DMSWG efforts related to FIS.
- Chair mentioned need for basic education on FIS to date for those WG members not involved prior to workshop. NMFS staff recommended FIS website (<http://www.st.nmfs.gov/fis/index.html>) though access to some documents may be filtered if not NOAA.
- **Action item: V. Matter and G. White will update project drafts and email to WG by COB Monday, September 17th. WG members will submit suggested edits and/or comments to individual project leaders by COB Monday, September 24th. Preferred method for project leaders receiving edits/comments is the Word reviewing tool.**
- **Action Item: Chair will email WG for conference call availability Friday, October 5th after 1PM Eastern. Though call may not be necessary, it is better to block off time for planning purposes and then cancel.**
- Chair asked whether other 9 draft project outlines needed further attention at this point. They were created quickly at the workshop and do not necessarily correctly reflect possible project members and/or updates to original spreadsheet. Consensus was to leave them as is until time permits for future project plan development.